

February 26, 2002

UNDER SECRETARY FOR HEALTH'S MEMORANDUM

**VHA CONSOLIDATED MEMORANDUM RECEIPT (CMR) ACCOUNTABILITY
PROPERTY PROCESS**

1. PURPOSE: This Veterans Health Administration (VHA) Memorandum provides a process for each VHA Central Office Staff Office to maintain accountability for non-expendable property listed on their Consolidated Memorandum Receipt (CMR).

2. BACKGROUND

a. VHA is responsible for the accountability of all VHA non-expendable property within the Department of Veterans Affairs (VA) Central Office. Accountability of non-expendable property is accomplished by physical inventory. The frequency of the inventory is based on the accuracy of last physical inventory. Physical inventories are scheduled by the Office of Administration, Property Management Office (032D2) as follows:

(1) If the accuracy rate of the last physical inventory is 100 percent, the next physical inventory will be scheduled in 2 years;

(2) If the accuracy rate is between 95 and 98 percent, the next physical inventory will be scheduled in 1 year;

(3) If the accuracy rate is below 95 percent, the next physical inventory will be scheduled in 6 months.

b. Definitions

(1) **CMR Coordinator.** The CMR Coordinator is defined as the Staff Office designee who will be held accountable for all non-expendable property within their organization.

(2) **CMR Official.** The CMR Official(s) is defined as the VHA designee who is held accountable for all non-expendable VHA property within VA Central Office.

3. POLICY: It is VHA policy that all VA Central Office Staff Offices maintain compliance with VA Handbook 7127, Materiel Management Procedures.

4. ACTION

a. **Staff Office.** Each Staff Office must:

(1) Designate a CMR Coordinator and an alternate. Please send the name(s), title, room number, and telephone number of these individuals to the Office Services Support Team (10A2C), Attention: CMR Officials, by e-mail.

(2) Ensure that CMR Coordinators have been provided the necessary software program and associated training that is used within VA Central Office to account for non-expendable property costing over \$300. "Property Plus" is the software program that the Office of Administration

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(03) currently uses to account for all non-expendable property in VA Central Office. This software must be installed on the Staff Office CMR Coordinator's computer.

b. **Staff Office CMR Coordinator.** Each Staff Office CMR Coordinator must:

(1) Notify the CMR Official(s) of any non-expendable property purchased with the government purchase card costing \$300 or more.

(2) Provide the CMR Official(s) in reference to any non-expendable property with the following information: manufacturer, model number, serial number, cost, building location, room number, mail routing symbol, appropriation codes, and cost center. The CMR Official(s) is responsible for ensuring the equipment is bar coded and entered into the CMR inventory.

(3) Enter the correct data into Property Plus. All non-expendable equipment purchased through IFCAP will be delivered through the receiving dock. Receiving dock personnel are to bar code the property and make delivery to the designated room number on the purchase order.

(4) Process excess property through Property Plus.

(5) Make changes in the inventory software, noting the appropriate status of equipment, when assigned to an employee for home use, travel status, etc.

(6) Provide the CMR Official(s) with the following information, in reference to all personal equipment that is used in VHA Central Office for government use: manufacturer, model number, serial number, cost, building location, room number, mail routing symbol, appropriation codes, and cost center.

(7) Appropriately process reports of lost, stolen, missing, or damaged property.

(a) Upon any lost, stolen, missing, or damaged property, the end user must immediately contact Police and Security Service (07B). In addition, a VA Form 1217, Report of Survey, must be completed by the end user and forwarded to the CMR Coordinator for data entry into the inventory software.

(b) Forward VA Form 1217 to the CMR Official(s) for review and signature.

c. **CMR Official.** The CMR Official(s) must:

(1) Forward the documentation of personal property used in VHA for government use to the Property Management Office (032D2) for bar coding.

(2) Issue Property Passes. All government property or personal belongings leaving Central Office are required to have a property pass. Property Passes can only be issued through the CMR Official(s).

(3) Process reports of lost, stolen, missing, or damaged property. In the case of lost, stolen, missing, or damaged property, the signed copy of VA Form 1217 must be forwarded to the

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Property Management Office who will determine if an internal investigation should be conducted.

- (4) Ensure the equipment is bar coded and entered into the CMR inventory.

d. **Transferring of Equipment**

(1) **Transfers within the Staff Office.** Transfers within the Staff Office are the responsibility of the CMR Coordinator using the inventory software. The CMR Coordinator is responsible for entering the new room number, mail symbol, and building location of the property.

(2) **Transfers Between Offices Within VHA.** Transfers between offices within VHA must be initiated by the CMR Coordinator, who is responsible for notifying the CMR Official(s) with: the description of the equipment, make, model, serial number, bar code number, and new designation. **NOTE:** *The CMR Official(s) must ensure that the updated information is entered into the inventory software.*

(3) **Transfers Made Outside VHA.** Transfers made outside of VHA (to include field stations) must be processed through the CMR Official(s). The CMR Coordinators will complete a VA Form 134, Combination Requisition and Shipping Ticket. This form will be forwarded to the CMR Official(s) for processing and shipment. **NOTE:** *No equipment is to be sent out by commercial mail carrier.*

5. REFERENCES: VA Handbook 7127, Materiel Management Procedures.

6. FOLLOW-UP RESPONSIBILITY: Office Services Support Team (10A2C) is responsible for the contents of this memorandum. Questions may be addressed to 202-273-8194.

7. RECERTIFICATION: This VHA Memorandum will be re-certified on or before the last working day of February 2006.

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